

REQUIREMENTS

RADIATION SAFETY AT SUPERFUND SITES (RSSS)

(165.11)

FACILITY REQUIREMENTS

1. Classroom Space

Three rooms in close proximity to each other are required to present the course. The main classroom should be approximately 50×30 feet and should contain enough tables and chairs to comfortably seat 30 students and provide about 3 linear feet of desk space per student. Two extra tables for instructor use are also needed. The second room, used for equipment storage and miscellaneous exercises, should have dimensions of 30×15 feet. The equipment storage room must have approximately 30 linear feet of table space and seating for 12 persons. The third room, used for exercises, should have dimensions of 30×15 feet and contain approximately 30 linear feet of table space and seating for 12 persons. The classroom should have adjustable lighting and adequate ventilation and electrical outlets.

2. Facility Access

ERTP staff will require 24-hour exclusive access to and use of the classrooms from course setup through closure. The course director will arrange the initial setup time and discuss exclusive use requirements with the facility contact.

3. Audio-visual Equipment

The main classroom should contain the following materials:

- Screen for showing slides.
- Chalkboard, chalk, and erasers or white boards, markers, and erasers.
- One-half-inch VHS VCR with color monitor (minimum 19-inch diagonal).

This equipment should be in the main classroom Monday morning at 8:00 a.m. If the VCR and monitor are not available at the facility, the local contact must locate a nearby rental agency and make arrangements to have the desired equipment delivered to the facility for use during the course. These arrangements should be made in a timely fashion to ensure availability. If the remaining materials are not available at the facility, please notify the course director so alternate arrangements can be made to ship these materials to the facility.

4. Refreshments and Meals

Coffee and soft drinks that students can purchase should be available near the classroom. A list of nearby, quick-service restaurants and maps to these restaurants should be provided to Environmental Response Training Program (ERTP) Training Registration 8 weeks prior to the course.

5. Telephones

The facility should have telephones available for outgoing telephone calls. The facility contact should provide the course director with a telephone number that can be used for incoming emergency calls and messages.

6. Maps and Area Information

A legible map (not hand drawn) indicating the locations of the facility and area hotels should be sent to ERTTP Training Registration and the Course Director 8 weeks prior to the course. Hotel names, addresses, telephone numbers, and regular and government rates should be included. Directions to and from the airport should also be provided, either on the facility and hotel map(s) or on a separate map.

PARTICIPANT INFORMATION

This course is designed for individuals who may 1) encounter radioactive materials in the course of their work or 2) become involved with the regulatory oversight of a location contaminated with radioactive materials.

No more than 30 participants may be enrolled in each RSSS course. Any deviations in class size must be approved in advance by the course director. ERTTP Training Registration and the local contact must coordinate participant registration. Any questions the participants have about enrollment in ERTTP courses should be directed to ERTTP Training Registration (participants in EPA Regions 1, 6, and 8 should direct questions to the regional training contact).

The local contact should inform participants of the following course-related information:

- No special clothing is required; casual dress is encouraged.
- Scientific calculators are recommended.
- The course lasts 5 days.
- Class begins at 12:30 p.m. on Monday and ends at 6:00 p.m. Class runs from 8:00 a.m. to 5:00 p.m. on Tuesday through Thursday. Class begins at 8:00 a.m. on Friday and ends at approximately 10:30 a.m.
- To receive an EPA course certificate, 100-percent attendance is mandatory.

SHIPPING REQUIREMENTS

1. Facility Contact

The name and telephone number of the facility contact should be provided to ERTTP Training Registration. The facility contact will be responsible for receiving a Federal Express and/or United Parcel Service shipment of approximately 40 boxes. The boxes must be stored in a secured area for 1–3 days. Course instructors will require access to these materials at the time of course setup.

2. Equipment Delivery

All course materials and equipment are shipped via Federal Express and/or United Parcel Service. The physical address (if different from the mailing address), telephone number, and hours of operations for the facility must be provided to ERTTP Training Registration so shipping arrangements can be made. Neither Federal Express nor United Parcel Service will deliver to a post office box or leave materials after hours.

Equipment is usually delivered by 4:30 p.m. on the Friday before the course. Two shipping cases will be delivered on the following Monday, the first day of the course. The course director will verify whether the shipments have been received at the facility. E RTP staff will call Federal Express and/or United Parcel Service to trace the shipments, if necessary.

3. Shipping Equipment

Normal Federal Express and/or United Parcel Service pickup for materials being shipped back to the E RTP Training Center in Cincinnati, Ohio, is on Friday between 12 noon and 4:30 p.m.